



U.S. Department of  
Transportation

Office of the Secretary  
of Transportation

# ORDER

DOT 1730.8B

12-2-93

USE OF SEASONAL DECORATIONS IN DEPARTMENT OF  
Subject: TRANSPORTATION HEADQUARTERS BUILDINGS

1. PURPOSE. This Order advises all Department of Transportation (DOT) Headquarters employees of General Services Administration (GSA) guidelines regarding the use of seasonal decorations.
2. CANCELLATION. DOT 1730.8A, Use of Christmas Decorations in Department of Transportation Headquarters Buildings, dated 11-30-84.
3. REFERENCE. GSA Fire Alert, 90-1, dated November 1989, which describes GSA guidelines regarding seasonal decorations and displays in Federal office buildings.
4. SEASONAL DECORATION GUIDELINES. GSA guidelines concerning the use of decorative material in Government buildings are as follows:
  - a. Manufactured decorations such as crepe paper, drapes, curtains, cotton, cardboard, flock, and similar materials, shall be constructed of noncombustible or flame-retardant materials and kept away from any exit or access to an exit.
  - b. Natural Christmas trees.
    - (1) Natural trees shall be placed away from radiators and other heating equipment, away from curtains and other combustible materials, and shall not be located near open stairs, exit stairs, or exit lobbies.
    - (2) Natural trees generally may not exceed 4 feet in height. Trees must stand in water at all times.
    - (3) All trees shall be removed from the buildings no more than 2 weeks after installation. Trees shall be taken to the building trash removal area at the loading dock.
    - (4) Requests for approval for the use of natural trees shall be submitted in writing to the building management office for the building where the tree is to be installed 3 days before installation.

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- c. Holly, cornstalks, and similar material may be sparingly used for decorative purposes where such materials do not present concerns for the occurrence or spread of fire.
  - d. Lighted candles, other open flames, or high heat producing devices shall not be used for decorative purposes.
5. GENERAL INFORMATION. Decorations should not be hung from light fixtures, ceilings, or attached to the building with tape. In instances where decorations are installed on doors, windows, and walls, the occupants will be responsible for removal of the decorations and for removing all surface residue and markings.

**FOR THE SECRETARY OF TRANSPORTATION:**



Paul T. Weiss  
For the Assistant Secretary  
for Administration